In response to the University sustainability efforts, the Office of Sustainability defines sustainability as thriving within our means to give back to the community we live in and to the Indiana University policies and that no gift cards will be for personal use or given as personal gifts.

In order for trip expenses to charge against this year's budget, prepayment and reimbursement processing? Visit the Travel Management Services website for specific instructions on processing Nonemployee Travel DVs. Detailed information can be found here.

To place an employment advertisement, please contact IU's representative: cfriedman@gannett.com

To read more about sustainability efforts from Purchasing, click here: 

Recycle paper! When possible, keep your documents digital. Only print something when you really need to.

If you have any questions about vendors marked restricted, you can review the Vendor Notes. Some examples of why a vendor might be marked 'restricted' in KFS and what does that mean? You can find the answers to these questions in the Vendor Notes.

For your reference, here is a list of IU Licensed Vendors, IU Authorized Vendors, and IU Authorized Publishers. For more information about IU Authorized Vendors, you can visit the Purchasing Department website.

The IU Logo: Do you need to use the IU Logo? You can find the guidelines for using the IU Logo and other trademarks in the Licensing & Trademarks style guide for art and process guidelines.

To register for the Basic Kuali Financial System (KFS) Purchasing Module course, please click here. This course is an introduction to IU's Kuali Financial System (KFS) Purchasing Module.

Do you Purchase Promotional Items? Promotional Items can be custom imprinted using a variety of imprinting methods. They can be used for departmental events or as gifts for clients or customers.

The National Gift Card Program: The National Gift Card Program is a way for the University to offer gift cards to its employees. The program is available to all University departments and can be used for employee appreciation, incentive programs, or other special occasions.

To register, click here: 

When you see a vendor marked restricted you can review the Vendor Notes to determine why the vendor is restricted. Why would a vendor be marked 'restricted' in KFS and what does that mean? You can find the answers to these questions in the Vendor Notes.

When Lana isn't working she enjoys spending time with her family and friends. She is with Professional Services and her commodities include: Musical Instruments, Music Licensing (Purchasing licenses to plays, music and musicals), Music Instructors or Performers, Fine Arts, Equipment, Supplies, Craft Supplies, Art Objects, Art & Crafts Supplies, Advertising, Promotional Items, Promotional Vendors, Promotional Suppliers, and other vendors.

After college, she worked for Logo 7 as a Purchasing Administrator.

Music Licensing (Purchasing licenses to plays, music and musicals): To read more about Music Licensing, click here: 

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Art Objects: To read more about Art Objects, click here: 

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